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<b>Bulletin Number</b>	12310BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Registrar-Recorder/County Clerk
<b>Position Title</b>	DIVISION MANAGER, REGISTRAR-RECORDER/COUNTY CLERK
<b>Additional Title</b>	ONLINE FILING ONLY. APPLICATION SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED
<b>Exam Number</b>	E1122H
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	01/14/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	7715.09
<b>Salary Maximum</b>	11677.42
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Benefits Information</b>	<b>Non-Represented Employees</b> Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
<b>Position/Program Information</b>	Positions allocable to this class are distinguished by their responsibility for assisting in the administration of the Department of Registrar-Recorder/County Clerk with particular responsibility for directing a major organizational segment of the department. These segments are concerned with such activities as: the preparation, maintenance and control of the annual budget; the planning, installation, and maintenance of accounting records, controls, and reporting systems; contract administration; revenue development analysis; work measurement; policy and procedure manual preparation and execution; and the analysis, design, implementation, and maintenance of information technology (IT) systems such as voter records, election and precincting, and records and management including the related functions of polling processes, development of precincting maps, and indexing of recordable documents. <b>Some positions in this classification in the Registrar-Recorder/County Clerk may have the responsibility of managing 75 - 200 staff, from entry level clerical positions to journey level analyst positions.</b>
<b>Essential Job Functions</b>	<ol style="list-style-type: none"> <li>1. Plans, organizes, directs and evaluates the work of the division through subordinate supervisory positions.</li> <li>2. Attends departmental meetings to exchange divisional information and coordinates work activities with other divisions; maintains relations with a variety of officials, agencies and other organizations.</li> <li>3. Establishes and implements departmental policies, goals, objectives, and procedures, conferring with departmental members, organization officials, and staff members as necessary.</li> <li>4. Interprets and communicates work procedures and departmental policies to staff and the public.</li> </ol>

5. Reviews and analyzes proposed new legislation to determine impact, makes recommendations and provides direction for the implementation of changes.
6. Prepares management reports related to the effective operations of the Division, including technology, staffing, equipment and forecasted requirements.
7. Directs and coordinates divisional budget activities to fund operations, maximize services and increase efficiency.
8. Directs the planning, organization, and conduct of studies of departmental policies, programs and procedures, including the preparation and publication of policies and procedures manual; directs the conduct of departmental work measurement studies and the installation of improved methods for accomplishing work.
9. Oversees and directs election operations either in election information and preparation, voter records and vote-by-mail, or election operations and pollworker services.
10. Oversees and directs legislative and governmental affairs including press and public relations.
11. Oversees and directs document recording processes or public records processes.
12. Acts as the Assistant Registrar-Recorder/County Clerk in his/her absence as needed.

**Requirements****SELECTION REQUIREMENTS:**

A Bachelor's Degree from an accredited\* college or university; - **AND** - Four (4) years of paid experience performing analytical assignments, at the level of journey-level analyst\*\* or higher, analyzing and making recommendations for the solution of problems of organization, procedure, program, or budget, two (2) years of which must have been at the level of Los Angeles County's class of **Administrative Services Manager II** \*\*\*.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License may be required.

Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license prior to appointment.

Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST (2) YEARS WILL NOT BE APPOINTED.**

**Special  
Requirement  
Information**

\*\*Journey-level analyst work involves the independent performance of work requiring the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to organization, procedures, programs, budget, or finance; typically located in central administrative department of a large organization or the central administrative office of a mid-size line department. In the County of Los Angeles, mid-size line department refers to a department consisting of 500-1000 employees.

Note: For a fuller description of journey-level analytical work, refer to Los Angeles County's Administrative Services Manager I class (Item #1002).

\*\*\*Experience at the level of the County of Los Angeles classification of Administrative Services Manager II is defined as: Supervising a unit of 5 or more analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and making recommendations on highly complex issues; typically located in central administrative department of a large organization or the central administrative office of a mid-size line department. In the County of Los Angeles, mid-size line department refers to a department consisting of 500-1000 employees.

In order to receive credit for the required degree, you **MUST** include a legible copy of the official diploma, official transcripts, or official letter from the accredited\* institution which shows the area of specialization with your application **at the time of filing**.

**No verification of experience letter will be accepted for this examination.**

**Accreditation Information**

\***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

This examination will consist of two (2) parts:

**PART I:** A written test weighted 50% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making, Mathematics, Written Expression, Business Leadership, Interpersonal Leadership, Leadership Motivation, Self-Leadership, Management Judgment, Management Potential, and Professional Potential.

**NOTE:** Applicants that have taken identical written tests for other exams (e.g. Administrative Services Manager I, Exam Number R1002J; Administrative Services Manager II, R1003I; Administrative Services Manager III, Exam Number R1004P; Program Specialist III, Exam Number M0817AG; Program Specialist IV, Exam Number M0818P; Information Technology Manager I, Exam Number 168; Senior Manager CEO, Admin Deputy, Exam Number 183; Head Departmental Civil Service Representative, Exam Number R1882D, and Principal Analyst, HR-Test Research, Exam Number 182) within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

**PART II:** A structured interview covering training, experience, personal fitness and general ability to perform the duties of the position weighted 50%.

Applicants will be notified of their results by U.S. mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR

HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Candidates WHO MEET THE SELECTION REQUIREMENTS will be notified by e-mail of their official written test date.

Candidates WHO PASS PART I will be notified by e-mail of their official structured interview test date.

**Special  
Information**

Test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation materials for the computerized version of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The resulting eligible list for this examination will be used to fill a vacancy in the Document Recording Division in the Department of Registrar-Recorder/County Clerk. However, the list may also be used to fill future vacancies in the Department.

**Eligibility  
Information**

The names of candidates receiving a passing score in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Available Shift**

Day

**Application and  
Filing  
Information**

Applicants are required to submit a standard Los Angeles County Employment Application **online only** to be considered for this examination. **Candidates must include a valid email address in their online application to prevent delayed communication.** Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

Applicants must submit their Application before 5 p.m. PST on the last day of filing. Applications received after 5 p.m. PST on the last day of filing will not be accepted.

We may close this examination at any time without prior notice.

To apply online, click on the button "[Apply To Jobs](#)" on top or bottom of this page.

The acceptance of your application depends on whether or not you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the online application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, title of course completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, number supervised, and salary earned. **All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.**

**SOCIAL SECURITY NUMBER:** ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

**ACCESS TO COMPUTER OR INTERNET AT LIBRARIES:** For candidates who may not have access to a computer or the internet, application and Supplemental Information Form can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Candidates must upload any required documents as attachments during application submission. If you encounter problem uploading your attachments, you may fax the supporting documents to (562) 462-1373 within five (5) business days of filing online or the last day of filing, whichever comes first. Please include your Name, Exam Number and the Exam Title on the fax coversheet.

Applicants with disabilities who require special arrangements must provide the Examination Unit with advance notice.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department  
Contact Name**

Exam Analyst

**Department  
Contact Phone**

562-462-2293

**Department  
Contact Email**

hrrecruitment@rrcc.lacounty.gov

**ADA Coordinator  
Phone**

562-462-2272

**California Relay  
Services Phone**

800-735-2922

**Job Field**

Administration

**Job Type**

Officials and Administrators

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